

## Church Secretary Job Description 2018

### Daily

- Check email and voice mail remotely and respond/forward as necessary.

### Weekly

#### In Office Thursday Afternoon:

- Log previous Sunday's attendance total in book in desk and on sign in sheets;
- Prepare and print weekly worship bulletin;
- Communicate via email to those participating in Sunday service with copy of bulletin;
- Put bulletins in sanctuary and prepare sign in sheets for upcoming Sunday;
- Call florist with information if need or do not need altarflowers;
- Sort mail and post flyers and/or newsletters;
- Count and prepare deposit of previous week's offering;
- Enter offerings into Servant Keeper- the church database and save on USS stick as back up;
- Send previous week's financial report to Administrative Chair;
- Make bank deposit on way home;
- Other duties as assigned by Consistory Members.

### Monthly/Bi-Monthly

- Prepare and distribute monthly/bi-monthly newsletter;
- Prepare and distribute monthly consistory packets for monthly meeting.

### Yearly

- Post updated sign-up sheets for the next year for Lay Reader, Worship Leader, Ushers, Altar Flower Sponsors, Special Bulletin Sponsor, and Monthly Congregational Gatherings;
- Prepare and distribute offering envelopes for the next year to be put out in early December;
- Using Servant Keeper, prepare yearly statements of contributions for members who request for their taxes.